



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10/30/85	1. Agency Address Georgia Ports Authority Engineering & Construction Division Post Office Box 2406 Savannah, GA 31402	Application Number 80-360-A	
Application Number		Date Received NOV 12 1985	Date Completed JAN 30 1987
2. Person to Contact Wes Allen		Working Title Director	Telephone Number 912/964-3914
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 87 (80-360) Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1969 Latest To Date		5. Record Series Title (followed by title used in office, if different) Construction Project Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Engineering & Construction is responsible for the implementation and management of all construction projects of the G.P.A. He is responsible for the monitoring and control of all budgets related to engineering and construction as approved by the Executive Director. He establishes methods to ensure coordination of planning with all elements of the Authority relative to construction. He is responsible for the dredging, ensuring that appropriate depths are maintained. He is Contracting Officer for the Authority.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administering Construction Projects. Included are: Construction contracts, bids, specifications, pay estimates, change orders, drawings, estimates, progress photos, engineer's daily reports, correspondence, soils reports, letter of intent, notice to proceed, performance and payment bonds, insurance documents, copies of agreements of easements and right-of-ways. File is arranged: By project title.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 4; Seven to twelve months old 4; Thirteen to twenty-four months old 1; twenty-five months and older 1?			
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify) Annual accumulation not applicable.			

YES	NO	10. Questionnaire (Place "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | 20 years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- (b) Actions upon bonds or other instruments under seal shall be brought within 20 years after the right of action has accrued (O.C.G.A. 9-3-23).

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Completion of Project then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 29 years; then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) Transfer to dead storage, hold 25 years. At end of total of 30 years, reevaluate.

Special Instructions:

- Engineering & Construction Division will maintain all original documents except Pay Estimates for 30 years, and will then reevaluate for continuing administrative and legal value prior to destroying any records.
- Finance Division will maintain original pay estimate documents and at such time a final payment is made, destroy as duplicates will be retained by Engineering in the project file.
- Record series to be retained in hazard proof area for an indefinite period of time.

Approval of Director of Engineering & Const. *[Signature]* Approval of Director of Finance *[Signature]*
These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	11/8/85	<i>[Signature]</i>	11-8-85
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	1-15-87
	Secretary of State/Designee	<i>[Signature]</i>	1/13/87
	Attorney General/Designee	<i>[Signature]</i>	1/27/87

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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 9/08/80	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 80-360	
Application Number 87		Date Received SEP 15 1980	Date Completed SEP 24 1980
2. Person to Contact Wes Allen		Working Title Director	Telephone Number 964-1721, # 300
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1969 Latest _____ To Date		5. Records Series Title (followed by title used in office; if different) Construction Project File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Engineering, Planning and Maintenance is responsible for the implementation and management of all construction projects of the G.P.A. He is responsible for the monitoring and control of all budgets related to engineering, planning, construction and maintenance as approved by the Executive Director. He establishes methods to ensure coordination of planning with all elements of the Authority. He is responsible for all maintenance as required for G.P.A. owned and/or operated real estate, buildings, grounds, utilities, equipment and docking facilities. He is also responsible for the dredging, ensuring that appropriate depths are maintained and also, perform soundings at the docking facilities, maintaining records of the soundings. He is Contracting Officer for the Authority.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Construction Projects Duplicates of G.O. bonds (when applicable), construction contracts, bids, specifications, pay estimates, change orders, drawings, estimates, progress photos, engineer's daily reports, correspondence, soils reports, letter of intent, notice to proceed, performance & payment bonds, insurance documents, copies of agreements of easements and right-of-ways.	
File is arranged:		By project title.	
8. Monthly Reference Rate One to six months old <u>4</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ Total of 2 legal drawers since 1945; annual accumulation not applicable.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
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| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
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Attach copy or excerpt of laws or regulations. Explain administrative need.

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- ☒ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) Transfer to dead storage, hold 25 years. At end of total of 30 years, reevaluate.

Special Instructions:

- Upon implementation of a project, all original documents are forwarded from the EPM Division to the Finance Division for safekeeping, periodic audit of payments and available funds. EPM Division to maintain copies of all documents forwarded.
- Upon closing of a project, originals to be retained by Finance Division until notification from the EPM Division for consolidation of the two file series.
- EPM Division merges all original documents with their records of the projects; duplicates to be destroyed at that time.
- Record series to be retained in hazard proof area for an indefinite period of time.

Approval of Director of EPM Division
These instructions apply to all prior and future accumulations of the series.

Approval of Director of Finance Division

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	9/11/80	<i>Carol Moseley</i>	9-8-80
State Records Committee (Signature)			
State Auditor/Designee	<i>[Signature]</i>		9-23-80
Secretary of State/Designee	<i>Carroll T. Hart</i>		9-22-80
Attorney General/Designee	<i>[Signature]</i>		9-24-80

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)